

Volume No. 3—Automated Systems Application	<b>TOPIC NO.</b>	<b>70735</b>
Function No. 70700—Financial Information Downloading System	<b>TOPIC</b>	<b>PAYROLL AUDIT TOOL</b>
	<b>DATE</b>	March 2005

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## Overview

### Introduction

The Payroll Audit Tool (PAT) is a Windows compatible automated desktop application that facilitates the review and comparison of key payroll and leave information using reports and data downloaded from the CIPPS FINDS downloading system. PAT can be used to generate summary, informational, or comparison reports in a user-friendly format to:

- Audit and review payroll activity and expenditures.
- Analyze payroll activities and/or certification processes.
- Expedite the tracking and analysis of payroll expenditures for reconciliation and budgeting.

### Summary of Applications

The following table identifies the general categories of PAT reports and provides an explanation of their functionality.

Category	Reports Available	Common Application
<b>PreCert Packet Reports</b>	Summary Report 10	Reduces detailed Report 10 gross to net information to a summary format, highlighting major categories of the Report 10. Locating and verifying certain payroll information is facilitated through use of the summary report.
	Sal/Rate & Reg Pay Compare	Creates a comparison report listing salaried employees from the selected Report 10 whose Salary/Rate amount is not equal to the Regular Pay amount. Also includes type and amount of Special Pays, if any.
	Report 10 Employee Totals	Provides summary information for Wage or Salaried employees from Report 10. Includes Rate, Regular Hours, Overtime Hours, Regular Earnings, Overtime Earnings, and Current Gross Pay. May be scanned for abnormal or unusual amounts.
	Special Pays Listing (Excludes Imputed Life)	Reports individual employee's special pay information only. Lists the name of the special payment being received, the amount and the year-to-date amount. This listing excludes Imputed Life.
	Ded. Amount Change Compare (Excludes Taxes)	Compares two Report 10 files and reports the salaried employees who have any changes in deduction amounts (other than Taxes).

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## Overview, Continued

### Summary of Applications (continued)

<b>Category</b>	<b>Reports Available</b>	<b>Common Application</b>
PreCert Packet Reports, cont.	Tax Ded. Amount Change (Federal and State Tax)	Compares two Report 10 files and reports salaried employees who have changes in Federal and State tax amounts if Gross Earnings (less Imputed Life) remains the same.
	Rate Amount Change Compare	Reports any variances in the salary rate amounts when comparing two Report 10 files.
PostCert Packet Reports	Report 10 Comparison Report	Compares previous Report 10 with current Report 10 information and identifies differences. Sort options include Employee ID, Employee Name, Gross Difference, or Organizational Codes. Supporting documentation should be available to justify the differences, such as P-14's, W-4's, etc.
Summary Reports	Gross Pay Totals	Provides total of gross pay by frequency, gender, or organizational code. This may be used for certification, and information for VEC reports.
	Check Number Listing	Provides a list of check numbers from a Report 10 file, sorted by check number or organization level based on user choice.
Ded. & Spec. Pays Rpts.	Ded. and Spec. Pays Listing	Reports individual employee's deduction and special pay information. Report may be scanned for abnormal or missing amounts.
	Ded. and Spec. Pays Comparison (Excludes Imputed Life and Direct Deposit Amounts)	Compares previous Report 10 with current Report 10 deduction and special pay information; identifies differences, such as new/terminated deductions and special pays, changes in deduction amounts, etc. Supporting documentation should be available to justify differences.
Leave & Employee Rpts.	Active Employees Leave Balances	Uses the selected downloaded Master File to report leave balances for active employees by organizational level.
	Active with balances < 20	Reports employees with combined leave balances less than 20 hours. Highlights employees who may be in danger of going into a LWOP status. Displays employee's Family/Personal, Sick, Overtime, Annual, Comp, On-Call, Recognition and Bonus Leave Balances.

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## Overview, Continued

### Summary of Applications (continued)

Category	Reports Available	Common Application
Leave & Employee Rpts, cont	Master File Change	Reports Master File and Tax File changes between selected reports. Used for the pre- and post-certification process to ensure that all changes have been made, or that no unauthorized changes were made after certification of the payroll.
	Employee Master Data	Provides a summarization of all employee master file information. Reports the information by a single employee number, or by selecting the whole agency. This can give a comprehensive snapshot of the information contained in an employee's master file record.
U033 Report	Comparison	Compares previous Report U033 with a current U033 and identifies differences. Documentation justifying the programmatic differences may need to be verified during the post-certification process.
	Budget Factor	This function allows the user to project payroll expenditures by calculating the expenditures based on the specified number of pay periods.
	Compile YTD PC Database	Used to create a year-to-date file of U033 activity. U033 files are loaded into a database used by the YTD Report function to create a summary of the information.
	Summary	Easy-to-read Report U033 summary, which highlights all categories of the Report U033, allowing for easier scanning of programmatic information.
	YTD Report	Easy-to-read report summarizing all selected U033 information. Useful in reconciling expenditures to CARS or in-house reports. Uses the Database created in the Compile YTD PC Database function. Can sort on Fund/Fund Detail, Program/Subprogram, Project Code, or Cost Code.

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## Overview, Continued

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### Summary of Applications (continued)

Category	Reports Available	Common Application
Wage 1500 Hour	Wage 1500 Hour	Tracks hours worked by wage employees, and produces reports detailing their work history in their work year:
		<u>Monthly Totals</u> – Report of each wage employee’s work hours work year-to-date (depending on “run month” selected). Totals for each month in work year.
		<u>Warning Report</u> - Report of wage employees approaching the maximum 1500 hours worked in the applicable work year. Each individual’s work year depends on their start date.

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### Navigation

Navigate in PAT by moving the cursor to the appropriate text on the computer screen and clicking using standard Microsoft Windows functionality.

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## Loading and Starting PAT

### PC Requirements

Use the set-up program to load PAT to your PC. Keep in mind, PAT has not been tested in all environments and DOA assumes no liability in providing this software. If you feel you have a special environment (e.g., Windows XP) and/or are loading PAT on a critical computer, please consult your systems engineer for loading assistance. **Note: Windows XP users must consult with a systems engineer for directions.**

PAT requires a 100 + processor with 32 MB RAM and at least 35 MB of hard disk space. The PAT setup program is about 3.5 megabytes and takes about 3 minutes to download to your PC. If using an operating system other than Windows 95, 97, or 2000, PAT will have to be installed by your agency's system administrator. PAT **has not been** tested on these other operating systems, so you may encounter some problems during installation.

As PAT requires data to be downloaded from CIPPS FINDS, you must first obtain security to use CIPPS FINDS. Refer to CAPP Topic No. 70710, *FINDS: CIPPS System Overview*.

### Special Notes for Users of PAT 4.1

- ⇒ Remove all prior versions of PAT from your pc before downloading Version 4.1.
- ⇒ Loading PAT 4.1 will "wipe out" retained Wage 1500 Reports and Adjustment File. If using Windows 95 or 98, you must move previously saved files for Wage 1500 reporting. Locate the c:\Program Files\PAT4 folder on your PC and copy the following three database files: Adjust.dbf, Report.dbf and R10files.dbf. Paste them in another folder, e.g., C:\My Documents\. After you have installed PAT4, copy the three files back to their original location -- c:\Program Files\Pat4. **Note: Windows XP users must consult with a systems engineer for directions.**
- ⇒ **PAT Version 4.1 has been designed to work with .xls files. Files with .txt extensions will drop leading zeros when used in PAT.**
- ⇒ **It is imperative that punctuation in the employee name and address fields (e.g., "Smith, Jr.") in CIPPS is removed before using PAT. Failure to do so will cause distortion in the reports.**

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## Loading and Starting PAT, Continued

**Loading PAT onto the PC** PAT must be downloaded onto your PC hard-drive from the DOA Web Site or directly from FINDS. Both processes are described below.

<b>Step</b>	<b>Action</b>
1	Access the DOA Web Site: <a href="http://www.doa.virginia.gov">www.doa.virginia.gov</a>
2	Click on the Payroll Operations and Charge Card Administration button (or click on the Payroll Audit Tool (PAT) button on the left to skip to step 5).
3	Scroll to and click on the link to the <ul style="list-style-type: none"> <li>• <a href="#">Payroll Auditing Tool (PAT) Download</a></li> </ul>
4	Follow instructions on the displayed page. To install PAT, version 4.V.1, on your PC, click <a href="#">here</a> .
5	When the instructional box is displayed, click on save this program to <b>C:\Windows\Desktop\Setup.exe</b> .
6	Follow instructions in Installing PAT on your PC.

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## Loading and Starting PAT<sup>Continued</sup>

### Loading PAT onto the PC (continued)

Step	Phase	Action
1	<b>FILE TRANSFER FROM MAINFRAME</b>	Use a terminal emulation package to connect to the mainframe IBM at VITA and access the TSO environment.
2		At the Ready Prompt, select the Transfer File option to transfer the PAT Setup File to your PC.
3		Set the Transfer File configurations to: <ul style="list-style-type: none"> <li>• Transfer direction should be set to Receive file from host.</li> <li>• PC file name should be set to <b>C:\Windows\Desktop\Setup.exe</b></li> <li>• Host file name should be set to <b>'ACT.PAT.SETUP.EXE'</b></li> <li>• Scheme should be set to Binary Default.</li> <li>• Host type should be set to TSO.</li> </ul>
4		Select the Receive File button to begin the File Transfer.

**Installing PAT on your PC** Once the file has been transferred to your PC, follow the following instructions to install PAT.

Step	Action
1	Locate and double click the PAT4.exe icon on your desktop to begin set up.
2	Choose the default option to install PAT.
3	A message will be displayed if PAT was successfully installed.

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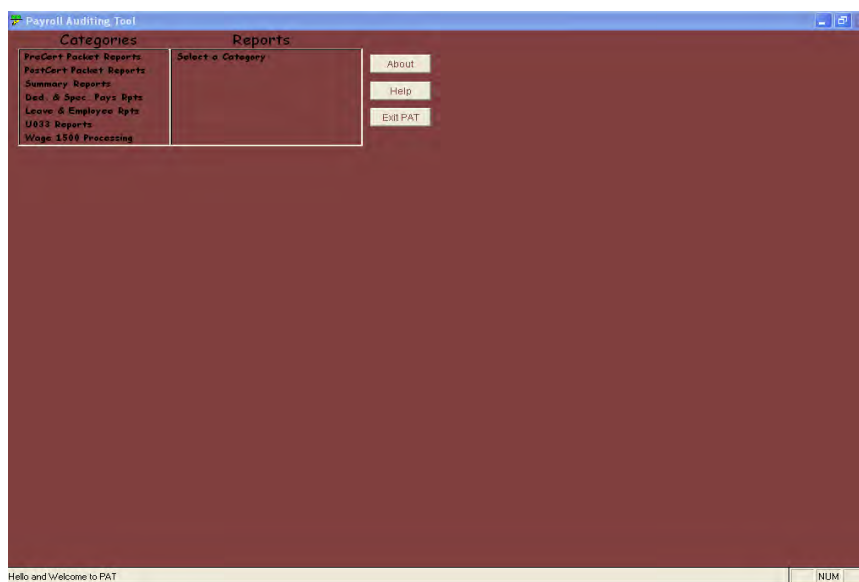
## Loading and Starting PAT Continued

**Starting PAT** Follow Option 1 to create a shortcut to PAT. Follow Option 2 to use Start Programs Menu.

Step	Action
1	To create a shortcut for PAT4 locate C:\Program Files\Pat4\PAT4.exe.
2	Right click on the file name.
3	Select create shortcut.
4	Move shortcut to desktop for access. Use the shortcut to start PAT.

Or

Step	Action
1	Locate C:\Program Files\Pat4\PAT4.exe.
2	Right click on file name.
3	Select Copy.
4	Locate C:\Windows\Start Menu\Programs\PAT.
5	Paste file into file folder.
6	Close Explorer and use Start Program PAT and click on PAT4 to start the application.



### Navigation

Select the category by clicking on the category name.  
The available reports will be displayed under the Reports heading.

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## CIPPS FINDS Files

### CIPPS FINDS Files

To create PAT reports you must first download CIPPS FINDS files to your PC. For more information, refer to CAPP Topic No. 70730, *FINDS: EXECUTING REQUESTS AND TRANSFERRING FILES*.

In order for a downloaded file to correctly load into PAT:

- Select all data elements (fields) in your downloaded file.
- Set your download software to convert the file to ASCII text and each line ends in a LF/CR as you download it. These options should be available in the file download software settings (for protocols like IND\$FILE or FTP).
- Do not use commas in CIPPS (such as an employee name field) to retain the comma-delimited structure of all FINDS files.
- Download FINDS data files to your PC into a single directory separate from PAT's program file directory (usually C:\program files\PAT4).
- Use a descriptive naming convention, so you can retain and easily locate your downloaded FINDS files.
- All files should have a .xls extension (**.csv will still operate in PAT4.0**). For example, a Report 10 for agency 123 downloaded on August 17, 2004 would be:

C:\PATDATA\AGY123\RPT10\_08172004.XLS

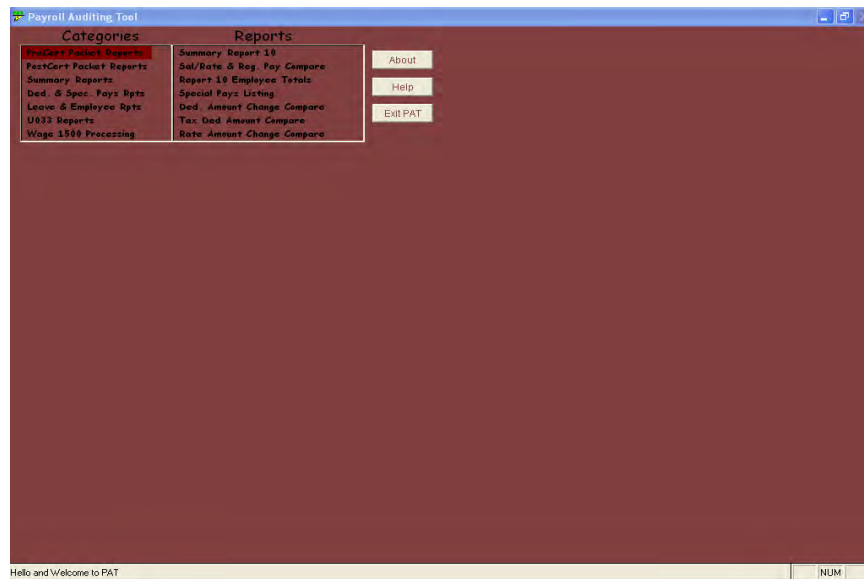
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## PreCert Packet Reports Category

### PreCert Packet Reports

The reports in this section can be used to:

- Produce a summary of gross to net pay by each employee in a selected Report 10 file.
- Produce a report showing variations in Regular Payments and the employee's Rate/Amount recorded in CIPPS.
- Produce a summary of the regular hours, overtime hours, regular earnings, overtime earnings and current gross pay for each employee in a selected report 10 file.
- Produce a report showing types and amounts of Special Payments made to employees in a selected Report 10 file.
- Compare deduction amounts (excluding taxes) between two Report 10 files.
- Compare state and federal tax deductions (excluding imputed life) between two Report 10 files.
- Compare two Report 10 files and display differences in the Rate/Amounts.



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## PreCert Packet Reports Category, Continued

### Summary Report 10

Summary Report 10 displays gross to net data in summary format in employee number order, highlighting major categories of the Report 10. Locating and verifying certain payroll information is facilitated through use of this summary report.

Required downloaded files: • CIPPS Report 10



Step	Action
1	<b>Categories</b> – Click on PreCert Packet Reports text.
2	<b>Reports</b> – Click on Summary Report 10 text.
3	<b>FINDS Report 10 File Name</b> – Select the file from the drop-down box or browse.
4	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer, or</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
5	<b>Run Report</b> – Click on the Send Report To button to run report.

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## PreCert Packet Reports Category, Continued

### Summary Report 10 (continued)

<b>Step</b>	<b>Action</b>
6	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
7	If complete, exit PAT, or continue to other choices.

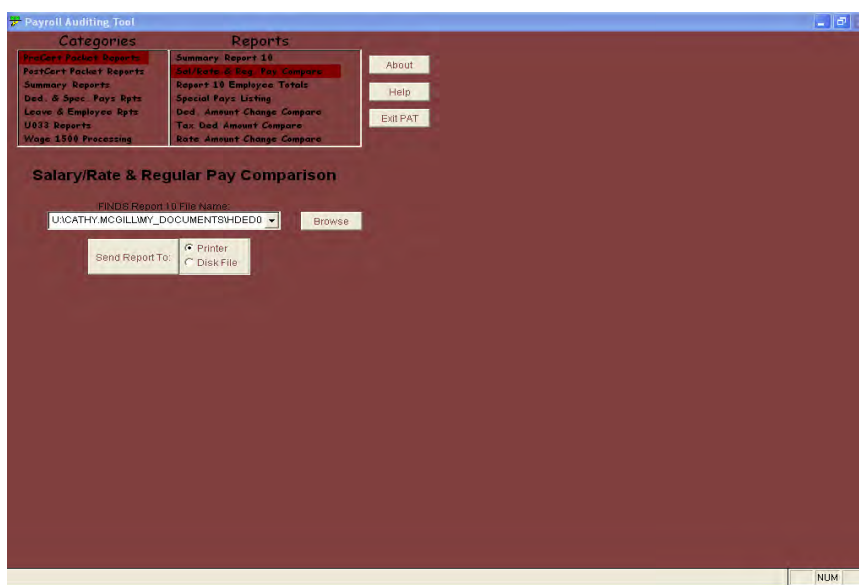
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## PreCert Packet Reports Category, Continued

### Sal/Rate & Reg Pay Compare

The Salary/Rate and Regular Pay Compare creates a comparison report listing salaried employees from the selected Report 10 whose Salary/Rate amount is not equal to the Regular Pay amount. This report also includes type and amount of Special Pay, if any.

Required downloaded files: • CIPPS Report 10



Step	Action
1	<b>Categories</b> – Click on PreCert Packet Reports text.
2	<b>Reports</b> – Click on Sal/Rate & Reg Pay Compare text.
3	<b>FINDS Report 10 File Name</b> – Select the file from the drop-down box or browse.
4	<b>Select Sort By</b> - Select a sort option by clicking on the appropriate text.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer, or</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
6	<b>Run Report</b> – Click on the Send Report To button to run report.

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## PreCert Packet Reports Category, Continued

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### Sal/Rate & Reg Pay Compare (continued)

<b>Step</b>	<b>Action</b>
7	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

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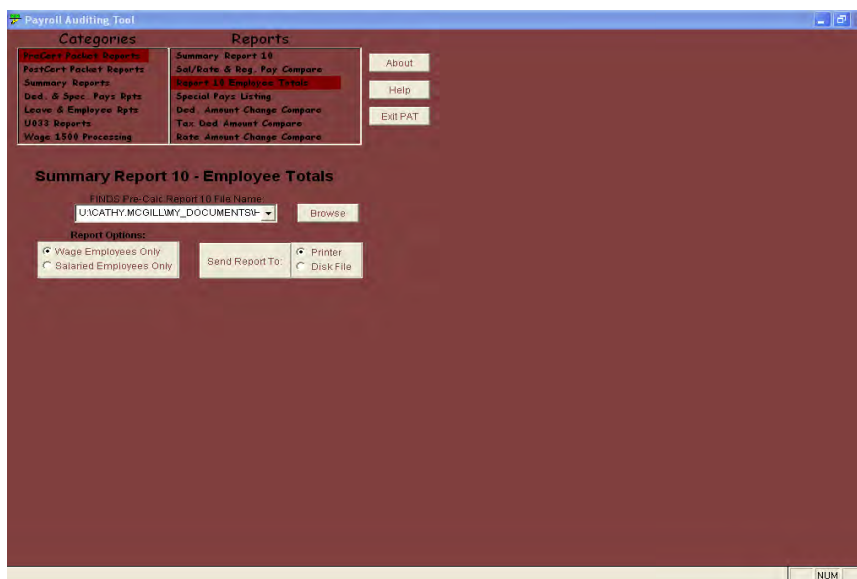
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## PreCert Packet Reports Category, Continued

### Report 10 Employee Totals

The Report 10 Employee Totals report provides summary information for Wage or Salaried employees from the selected Report 10 file. This report includes Rate, Regular Hours, Overtime Hours, Regular Earnings, Overtime Earnings, and Current Gross Pay.

Required downloaded files: • CIPPS Report 10



Step	Action
1	<b>Categories</b> – Click on PreCert Packet Reports text.
2	<b>Reports</b> – Click on Report 10 Employee Totals text.
3	<b>FINDS Report 10 File Name</b> – Select the file from the drop-down box or browse.
4	<b>Select Sort By</b> - Select a sort option by clicking on the appropriate text.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer, or</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
6	<b>Run Report</b> – Click on the Send Report To button to run report.

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## PreCert Packet Reports Category, Continued

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### Report 10 Employee Totals (continued)

<b>Step</b>	<b>Action</b>
7	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

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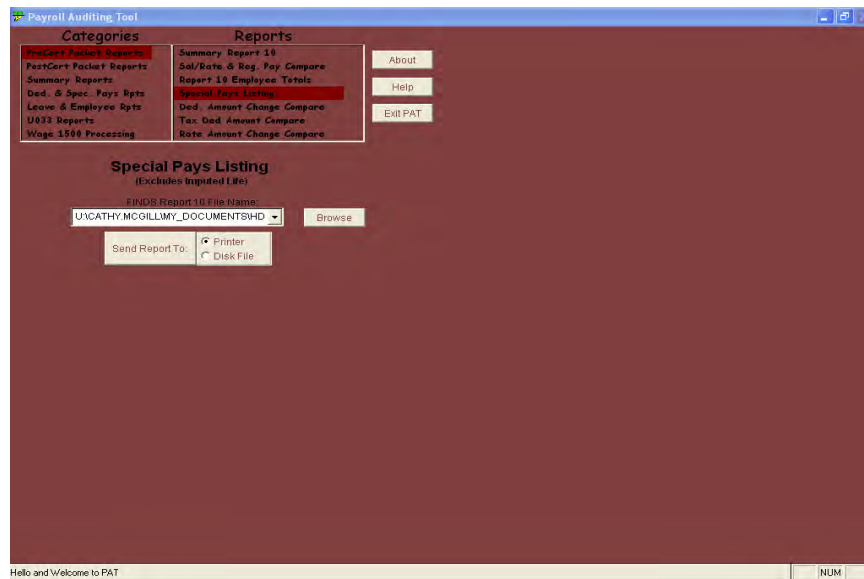
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## PreCert Packet Reports Category, Continued

### Special Pays Listing (Excludes Imputed Life)

Reports individual employee's special pay information only. Lists the name of the special payment being received, the amount and the year-to-date amount. This listing excludes imputed life.

Required downloaded files: • CIPPS Report 10



Step	Action
1	<b>Categories</b> – Click on PreCert Packet Reports text.
2	<b>Reports</b> – Click on Special Pays Listing text.
3	<b>FINDS Report 10 File Name</b> – Select the file from the drop-down box.
4	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer, or</li> <li>◆ Saved to a file on your hard drive.</li> </ul>
5	<b>Run Report</b> – Click on the Send Report To button to run report.

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## PreCert Packet Reports Category, Continued

### Special Pays Listing (continued)

<b>Step</b>	<b>Action</b>
6	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
7	If complete, exit PAT, or continue to other choices.

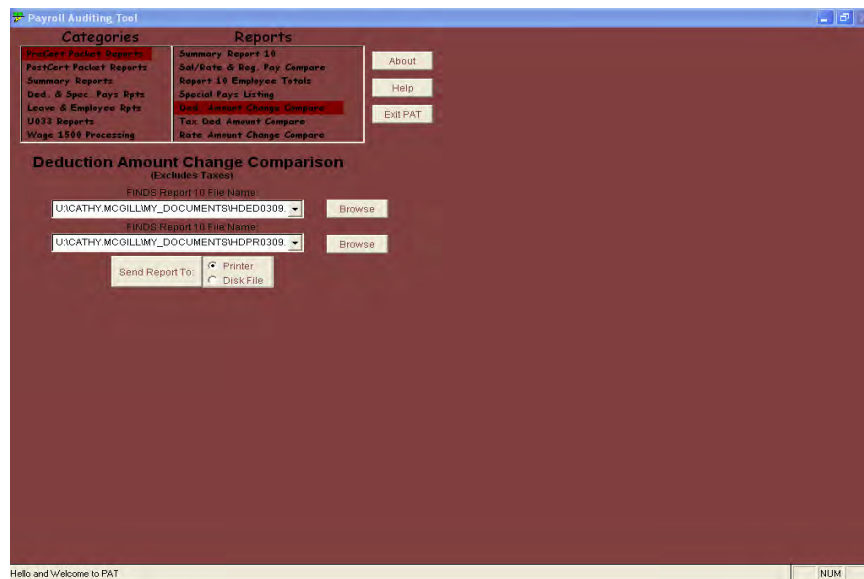
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## PreCert Packet Reports Category, Continued

### Deduction Amount Change Compare (Excludes Taxes)

This function takes two selected Report 10 files and compares and displays, by individual salaried employee, any differences in the deductions. This function excludes taxes and imputed life.

Required Downloaded files: • Two different CIPPS REPORT 10 files.



Step	Action
1	<b>Categories</b> – Click on PreCert Packet Reports text.
2	<b>Reports</b> – Click on Deduction Amount Change Compare text.
3	<b>FINDS Report 10 File Name</b> – Select the appropriate downloaded Report 10 file from the drop-down box or browse.
4	<b>FINDS Report 10 File Name</b> – Select a different Report 10 file from the drop-down box or browse.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
6	<b>Run Report</b> – Click on the Send Report To button.

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## PreCert Packet Reports Category, Continued

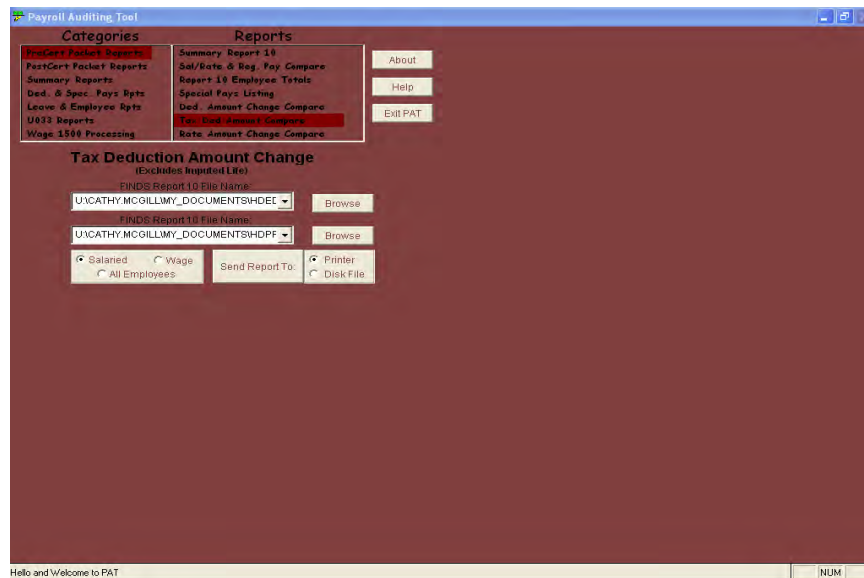
### Deduction Amount Change Compare (continued)

7	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

### Tax Deduction Amount Compare

Compares two Report 10 files and reports salaried employees who have changes in Federal and State tax amounts if Gross Earnings (less Imputed Life) remains the same. Documentation to support the changes should be available.

Required Downloaded files: • Two different CIPPS REPORT 10 files.



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## PreCert Packet Reports Category, Continued

### Tax Deduction Amount Compare (continued)

<b>Step</b>	<b>Action</b>
1	<b>Categories</b> – Click on PreCert Packet Reports text.
2	<b>Reports</b> – Click on Tax Ded Amount Compare text.
3	<b>FINDS Report 10 File Name</b> – Select the appropriate downloaded Report 10 file from the drop-down box or browse.
4	<b>FINDS Report 10 File Name</b> – Select a different Report 10 file from the drop-down box or browse.
5	<b>Select Sort By</b> - Select a sort option by clicking on the appropriate text.
6	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer</li> <li>◆ Saved to a file on your hard drive.</li> </ul>
7	<b>Run Report</b> – Click on the Send Report To button.
8	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
9	If complete, exit PAT, or continue to other choices.

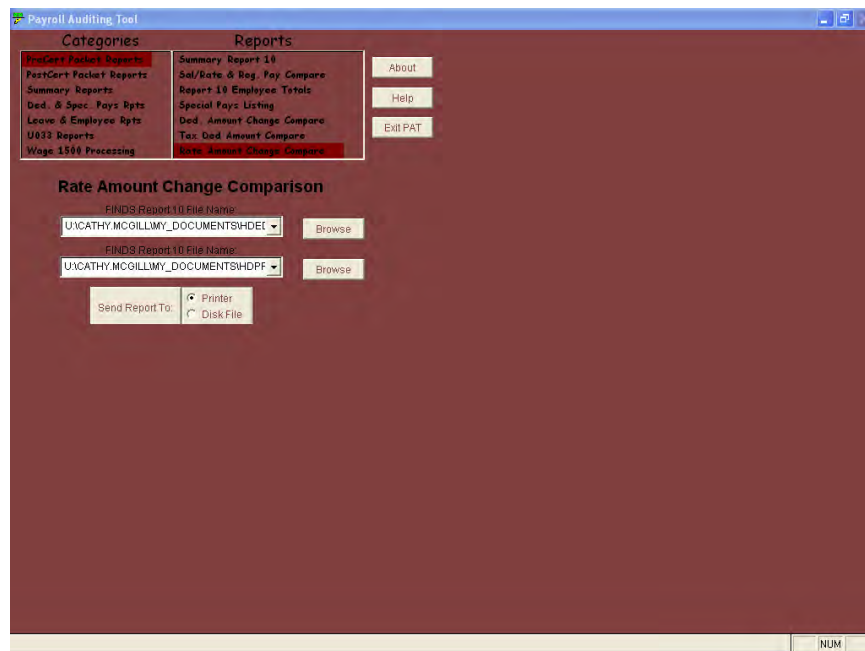
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## PreCert Packet Reports Category, Continued

### Rate Amount Change Compare

The Rate Amount Change Compare compares any two downloaded Report 10 files. Differences between the reports in the Rate or Amount field are identified and sorted into an easy-to-read format.

Required Downloaded files: • Two different CIPPS REPORT 10 files.



Step	Action
1	<b>Categories</b> – Click on PreCert Packet Reports text.
2	<b>Reports</b> – Click on Rate Amount Change Compare text.
3	<b>FINDS Report 10 File Name</b> – Select the appropriate downloaded Report 10 file from the drop-down box or browse.
4	<b>FINDS Report 10 File Name</b> – Select a different Report 10 file from the drop-down box or browse.

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## PreCert Packet Reports Category, Continued

### Rate Amount Change Compare Rate Amount Change Compare (continued)

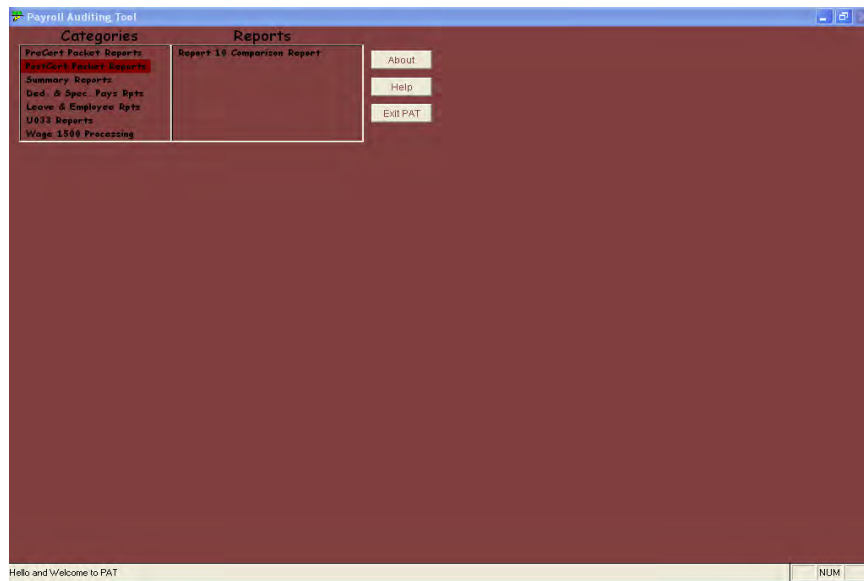
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
6	<b>Run Report</b> – Click on the Send Report To button.
7	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

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## Post Cert Packet Reports Category

### Post Cert Packet Reports

Currently there is one report in this section. This report may be used to identify differences in the Pre-Calc Report 10 and the Pay-Calc Report 10.



### Report 10 Comparison Report

Report 10 Comparison compares any two downloaded Report 10 files (not just a Pre Calc and Pay Calc Report 10 as inferred by the screen identifiers). Differences between the reports in gross, regular, or overtime pay, non-cash amounts, federal tax, FICA tax, state tax, total deductions, and net pay are identified and sorted into an easy-to-read format. Sort options include Employee ID, Employee Name, Gross Difference, or Organizational Codes.

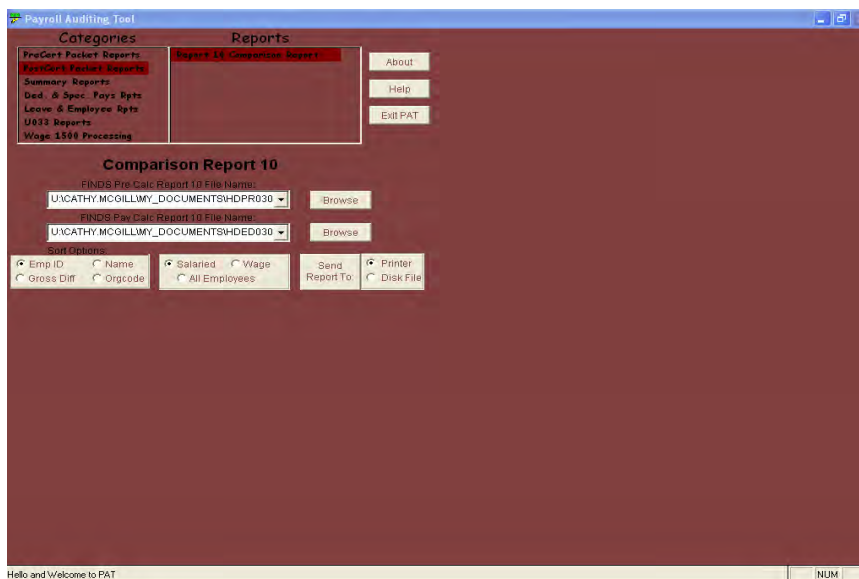
Required Downloaded files: • Two different CIPPS REPORT 10 files.

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## Post Cert Packet Reports Category, Continued

### Report 10 Comparison Report Report 10 Comparison Report (continued)



Step	Action
1	<b>Categories</b> – Click on Post Cert Packet Reports text.
2	<b>Reports</b> – Click on Report 10 Comparison Report text.
3	<b>FINDS Pre Calc Report 10 File Name</b> – Select the appropriate downloaded Report 10 file from the drop-down box or browse.
4	<b>FINDS Pay Calc Report 10 File Name</b> – Select a different Report 10 file from the drop-down box or browse.
5	<b>Select Sort By</b> - Select a sort option by clicking on the appropriate text.
6	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
7	<b>Run Report</b> – Click on the Send Report To button.

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## Post Cert Packet Reports Category, Continued

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### Report 10 Comparison Report (continued)

<b>Step</b>	<b>Action</b>
8	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
9	If complete, exit PAT, or continue to other choices.

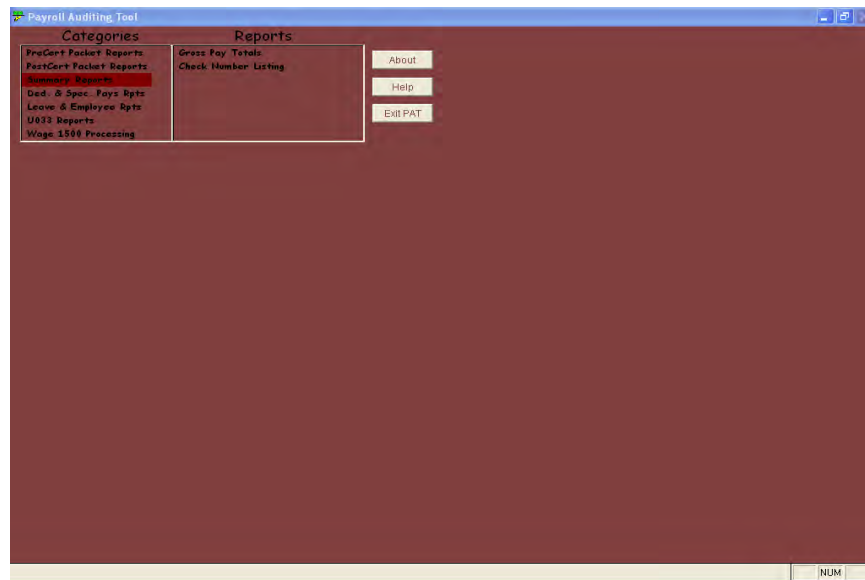
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## Summary Reports Category

### Summary Reports

The Summary Reports category can be used to:

- Produce a report showing gross pay totals, sorted by frequency, gender or organization codes.
- Produce a list of check numbers sorted by check number or organizational level.



### Gross Pay Totals

Provides Gross Pay totals summarized by frequency, gender, or organizational code.

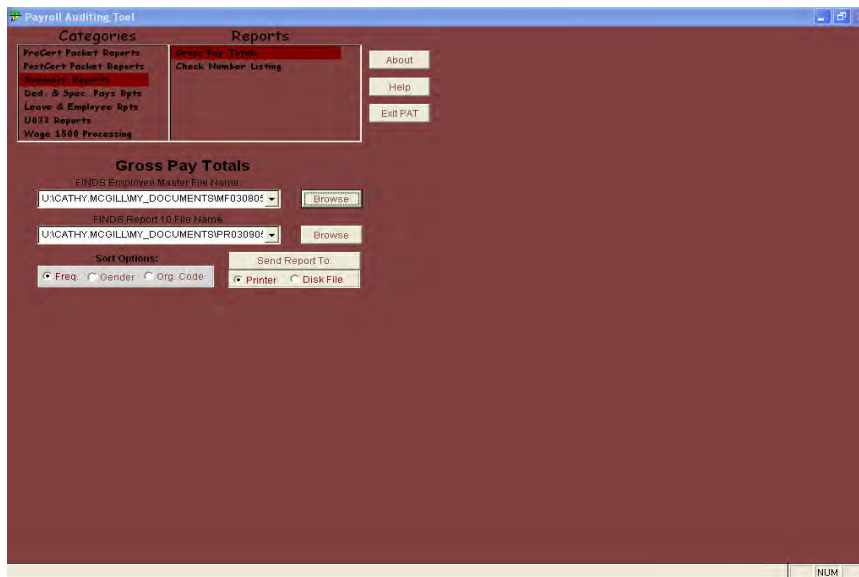
- Required downloaded files:
- CIPPS Master File
  - CIPPS Report 10

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## Summary Reports Category, Continued

### Gross Pay Totals (continued)



Step	Action
1	<b>Categories</b> – Click on Summary Reports text.
2	<b>Reports</b> – Click on Gross pay Totals text.
3	<b>FINDS Employee Master File Name</b> – Select the appropriate downloaded Employee Master File from the drop-down box or browse.
4	<b>FINDS Report 10 File Name</b> – Select a the appropriate Report 10 file from the drop-down box or browse.
5	<b>Select Sort By</b> - Select a sort option by clicking on the appropriate text.
6	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
7	<b>Run Report</b> – Click on the Send Report To button.

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## Summary Reports Category, Continued

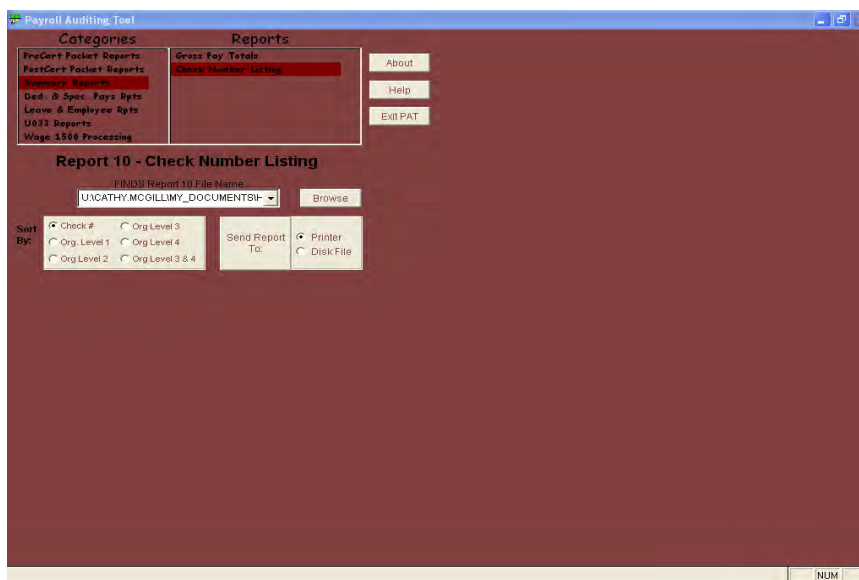
### Gross Pay Totals Gross Pay Totals Gross Pay Totals (continued)

Step	Action
8	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
9	If complete, exit PAT, or continue to other choices.

### Check Number Listing

Provides a list of check numbers from a Report 10 file, sorted by check number or organization level based on user choice.

Required downloaded files: • CIPPS Report 10



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## Summary Reports Category, Continued

### Check Number Listing Check Number Listing (continued)

Step	Action
1	<b>Categories</b> – Click on Summary Reports text.
2	<b>Reports</b> – Click on Check Number Listing text.
3	<b>FINDS Report 10 File Name</b> – Select the appropriate Report 10 file from the drop-down box or browse.
4	<b>Select Sort By</b> - Select a sort option by clicking on the appropriate text.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer</li> <li>◆ Saved to a file on your hard drive.</li> </ul>
6	<b>Run Report</b> – Click on the Send Report To button.
7	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.



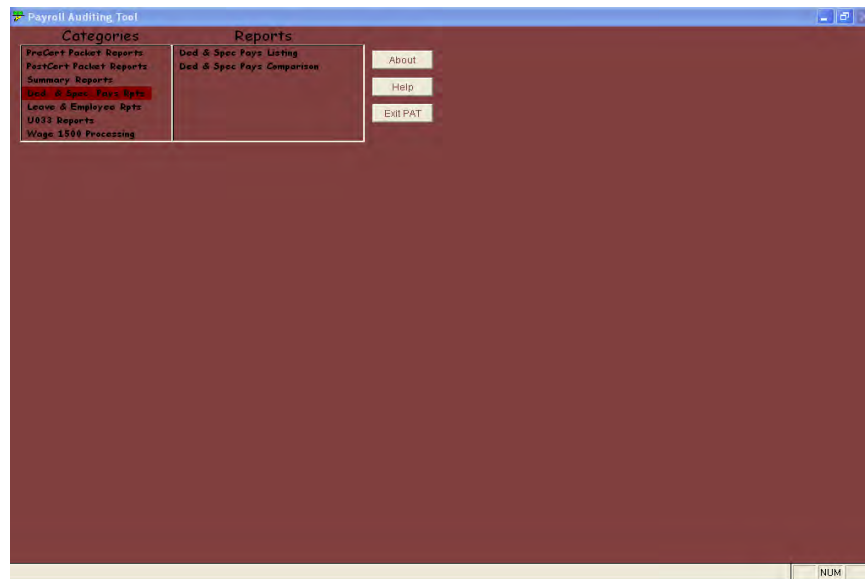
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## Deduction and Special Pays Reports Category

### Deduction and Special Pays

The Deduction and Special Pays function uses Report 10 files to:

- Produce a list of all employee deductions and special pays from the selected Report 10.
- Produce a comparison of employee deductions and special pays other than imputed life and direct deposit between two different Report 10 files.



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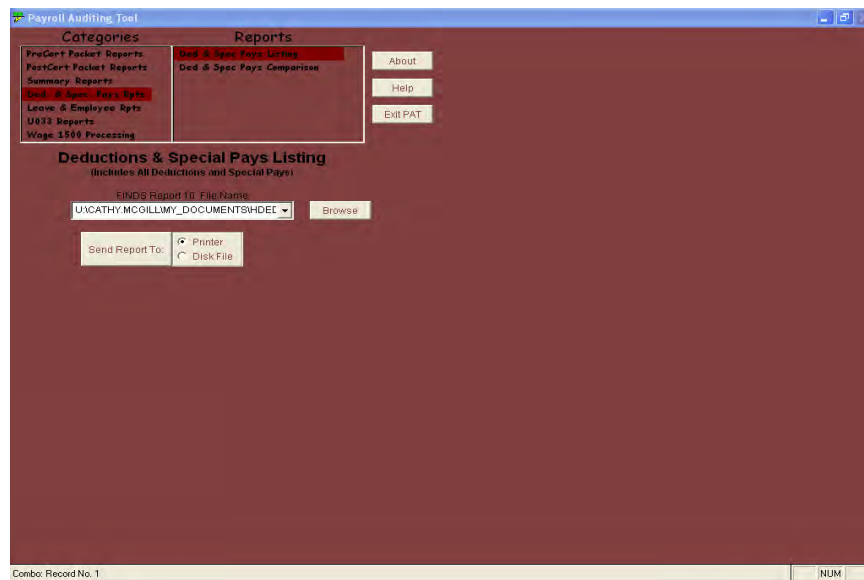
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## Deduction and Special Pays Reports Category, Continued

### Deduction and Special Pays Listing

This function takes a selected Report 10 file and reports all current and year-to-date deductions and special pay amounts by employee.

Required downloaded files: • CIPPS Report 10



Step	Action
1	<b>Categories</b> – Click on Deduction & Special Pays Report text.
2	<b>Reports</b> – Click on Deduction and Special Pays Listing text.
3	<b>FINDS Report 10 File Name</b> – Select the Report 10 file from the drop-down box or browse.
4	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
5	<b>Run Report</b> – Click on the Send Report To button.

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## Deduction and Special Pays Reports Category, Continued

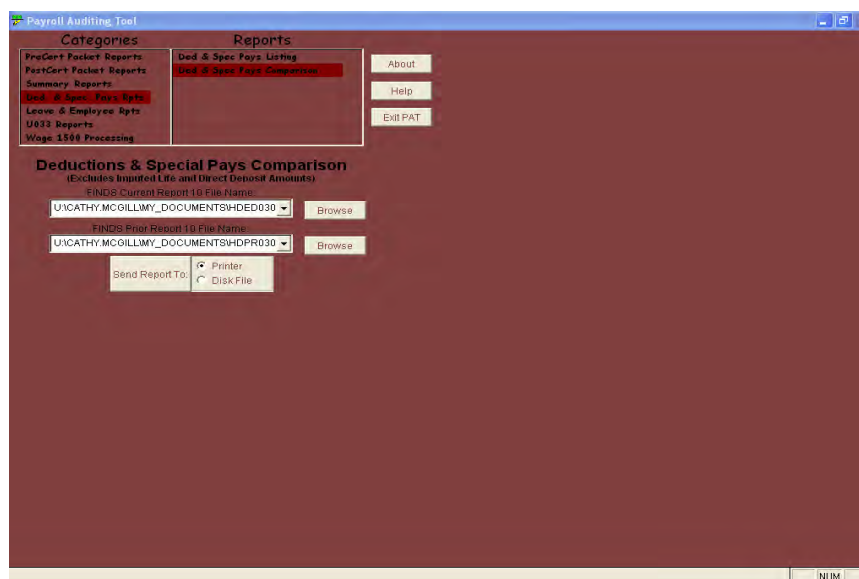
### Deduction and Special Pays Listing (continued)

Step	Action
7	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

### Deduction and Special Pays Comparison

Compares previous Report 10 with current Report 10 deduction and special pay information, identifies differences, such as new or terminated deductions and special pays, changes in deduction amounts, etc. This report excludes Imputed Life and Direct Deposit Amounts.

Required Downloaded files: • Two different CIPPS Report 10 files.



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## Deduction and Special Pays Reports Category, Continued

### Deduction and Special Pays Comparison (continued)

Step	Action
1	<b>Categories</b> – Click on Deduction & Special Pays text.
2	<b>Reports</b> – Click on Deduction & Special Pays Comparison text.
3	<b>FINDS Current Report 10 File Name</b> – Select the appropriate downloaded current Report 10 file from the drop-down box or browse.
4	<b>FINDS Prior Report 10 File Name</b> – Select the appropriate downloaded prior Report 10 file from the drop-down box or browse.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer</li> <li>◆ Saved to a file on your hard drive.</li> </ul>
6	<b>Run Report</b> – Click on the Send Report To button
7	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

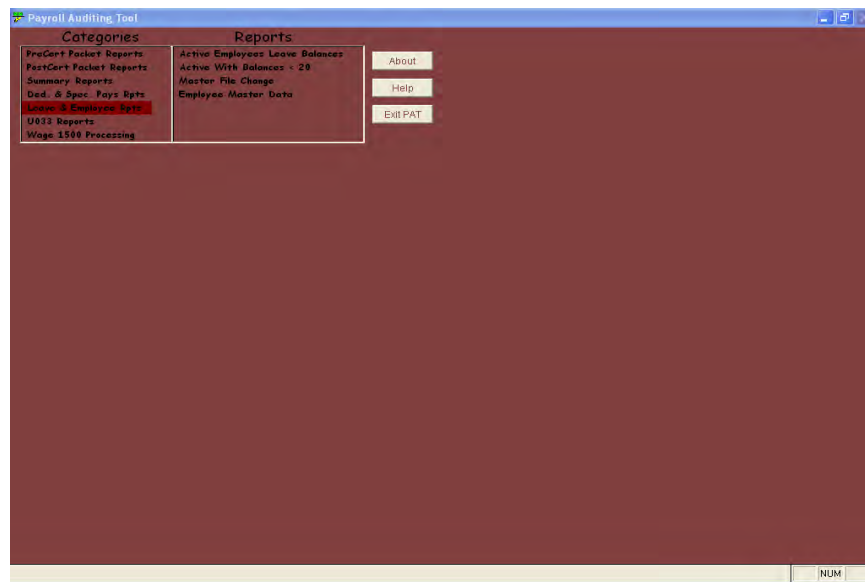
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## Leave and Employee Reports Category

### Leave and Employee Reports

The Leave and Employee Reports category will:

- Produce a list of leave balances for each active employee.
- Produce a list of leave balances for each employee whose balance is less than 20 hours
- Compare two employee master files and two tax master files and identify and summarize any differences between the files.
- Create a report that contains all of the information that is contained in the Employee Master File for an individual employee, or for every employee.



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## Leave and Employee Reports Category, Continued

### Active Employees Leave Balances

Uses the selected downloaded Master File to report leave balances for active employees by organizational level. The report lists the Employee's Id. Number, Name, Start Date, Organization Code, Employee Status, Sick Leave, Overtime Leave, Annual Leave, Compensatory Leave, On-Call Leave, Recognition Leave, and Bonus Leave.

Required Downloaded files: • Current CIPPS Master File.



Step	Action
1	<b>Categories</b> – Click on Leave and Employee Reports text.
2	<b>Reports</b> – Click on Active Employees Leave Balances text.
3	<b>FINDS Employee Master File Name</b> – Select the Master File from the drop-down box or browse.
4	<b>Sort By Org Level</b> – Select the desired organizational level for sorting.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer</li> <li>◆ Saved to a file on your hard drive.</li> </ul>
6	<b>Run Report</b> – Click on the Send Report To button.

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## Leave and Employee Reports Category, Continued

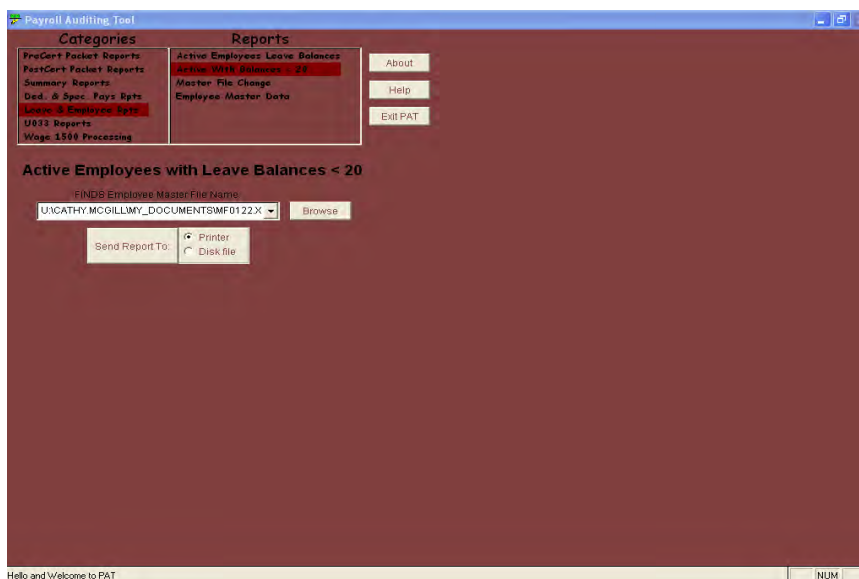
### Active Employees Leave Balances Active Employees Leave Balances (continued)

Step	Action
7	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

### Active with Balances < 20

This option lists active employees that have a combined leave balance less than 20 hours. The report lists the Employee's Id. Number, Name, Start Date, Organization Code, Employee Status, Sick Leave, Overtime Leave, Annual Leave, Compensatory Leave, On-Call Leave, Recognition Leave, and Bonus Leave.

Required Downloaded files: • Current CIPPS Master File.



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## Leave and Employee Reports Category, Continued

### Active with Balances < 20 (continued)

Step	Action
1	<b>Categories</b> – Click on Leave and Employee Reports text.
2	<b>Reports</b> – Click on Active With Balances < 20 text.
3	<b>FINDS Employee Master File Name</b> – Select the Master File from the drop-down box or browse.
4	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer</li> <li>◆ Saved to a file on your hard drive.</li> </ul>
5	<b>Run Report</b> – Click on the Send Report To button
6	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
7	If complete, exit PAT, or continue to other choices.



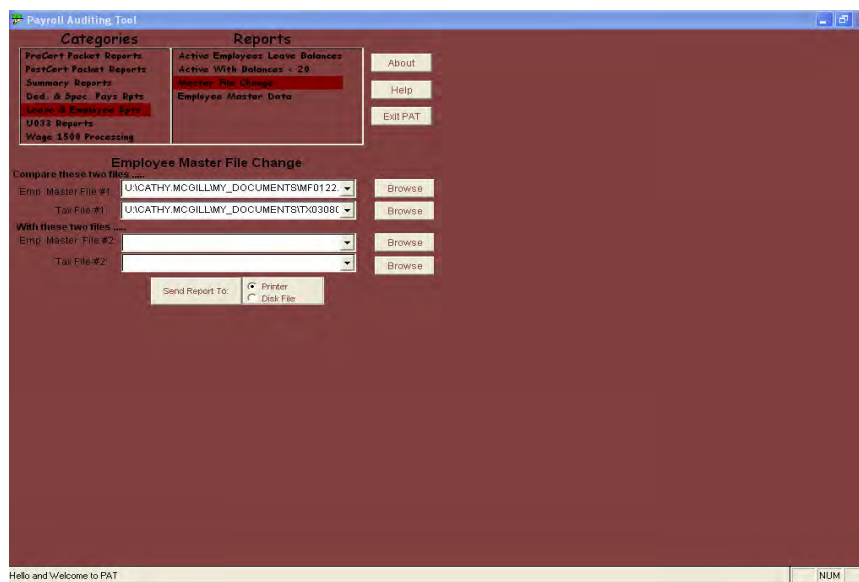
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## Leave and Employee Reports Category, Continued

### Master File Change

This process compares two employee master files and two tax master files and identifies changes between the files.

- Required Downloaded files:
- Two Employee Master Files
  - Two Tax Files



Step	Action	
1	<b>Categories</b> – Click on Leave and Employee Reports text.	
2	<b>Reports</b> – Click on the Master File Change text.	
3	<b>Compare these two files.....</b>	<b>Employee Master File #1</b> – Select the appropriate downloaded Employee Master File information from the drop-down box or browse.
4		<b>Tax File #1</b> – Select the appropriate downloaded Tax file from the drop-down box or browse.
5	<b>With these two files.....</b>	<b>Employee Master File #2</b> – Select the appropriate downloaded Employee Master File information from the drop-down box or browse.
6		<b>Tax File #2</b> – Select the appropriate downloaded Tax file from the drop-down box or browse.

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## Leave and Employee Reports Category, Continued

### Master File Change (continued)

<b>Step</b>	<b>Action</b>
7	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer</li> <li>◆ Saved to a file on your hard drive.</li> </ul>
8	<b>Run Report</b> – Click on the Send Report To button
9	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>• To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
10	If complete, exit PAT, or continue to other choices.

### Employee Master Data

This option summarizes and creates a report that contains all of the information in the Employee Master File. A separate page is produced for each employee. The report may be run for one employee or all employees.

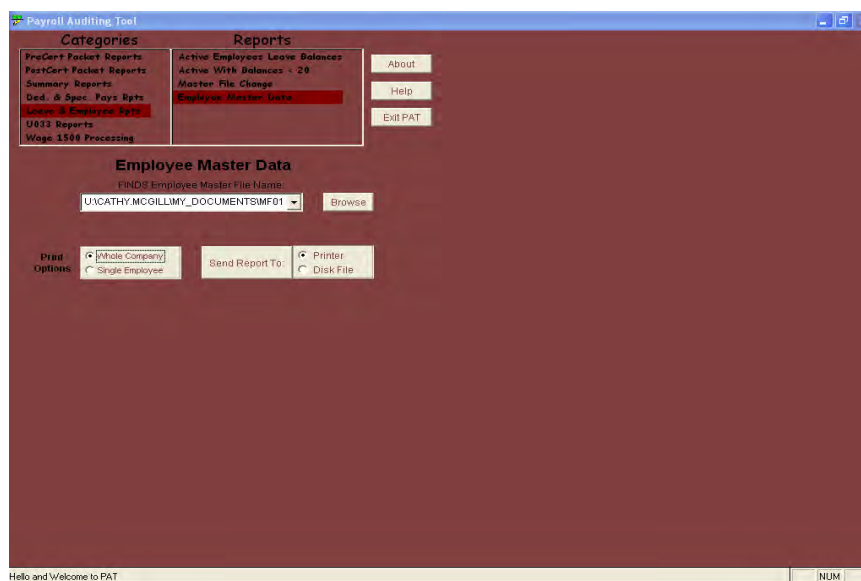
Required Downloaded files: • Employee Master File

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## Leave and Employee Reports Category, Continued

### Employee Master Data (continued)



Step	Action			
1	<b>Categories</b> – Click on the Leave and Employee Reports text.			
2	<b>Reports</b> – Click on the Employee Master Data text.			
3	<b>FINDS Employee Master File Name</b> – Select the appropriate downloaded Employee Master file information from the drop-down box or browse.			
4	<table border="1"> <tr> <td rowspan="2"><b>Click Report Option selection.</b></td><td>Whole Company – Page for each employee.</td></tr> <tr> <td>Single Employee – Page for a specific employee.</td></tr> </table>	<b>Click Report Option selection.</b>	Whole Company – Page for each employee.	Single Employee – Page for a specific employee.
<b>Click Report Option selection.</b>	Whole Company – Page for each employee.			
	Single Employee – Page for a specific employee.			
5	If "Single Employee" option is selected, enter the employee's Social Security Number (with no dashes) when prompted.			
6	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>			
7	<b>Run Report</b> – Click on the Send Report To button.			

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## Leave and Employee Reports Category, Continued

### Employee Master Data (continued)

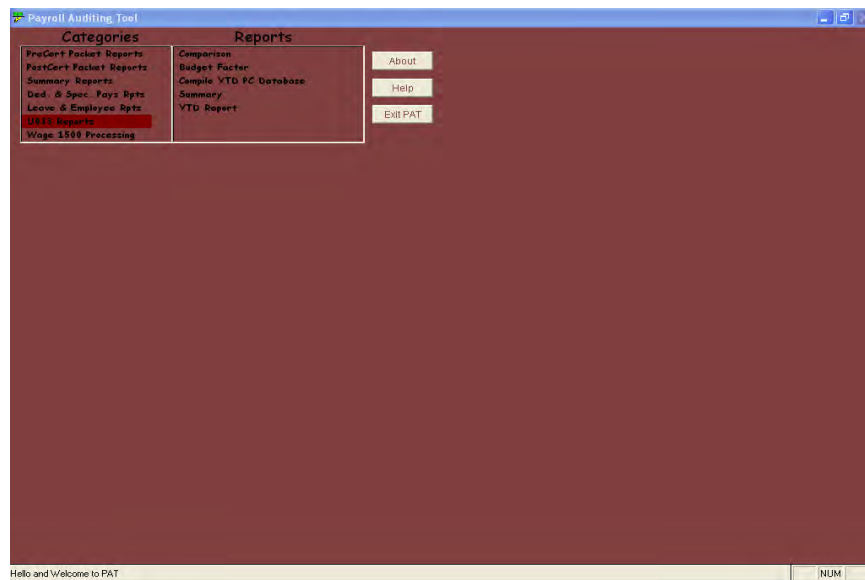
Step	Action
8	<p>If send report to printer is chosen, a window will open and the report will be displayed.</p> <ul style="list-style-type: none"> <li>To view, maximize all screens and scroll through the output using the arrows on the Print Preview Tool Bar.</li> <li>To print, click on the printer icon in the Print Preview Tool Bar.</li> </ul> <p>If you do not print, select the "door" icon in the Print Preview Tool Bar to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
9	If complete, exit PAT, or continue to other choices.

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## U033 Report Category

**U033 Reports**     The U033 Reports function:

- Compares any two U033 Report Files to locate changes in programmatic codes between any two periods.
- Multiplies a U033 Report File by any Factor supplied. This can be used for projecting future costs and expenses.
- Provides a summary report showing gross pay, agency total costs, programmatic coding, etc. for any selected U033 file.
- Allows maintenance of a database of loaded U033 files and creates a year-to-date report that summarizes the information contained in the database for a single employee or the entire agency.



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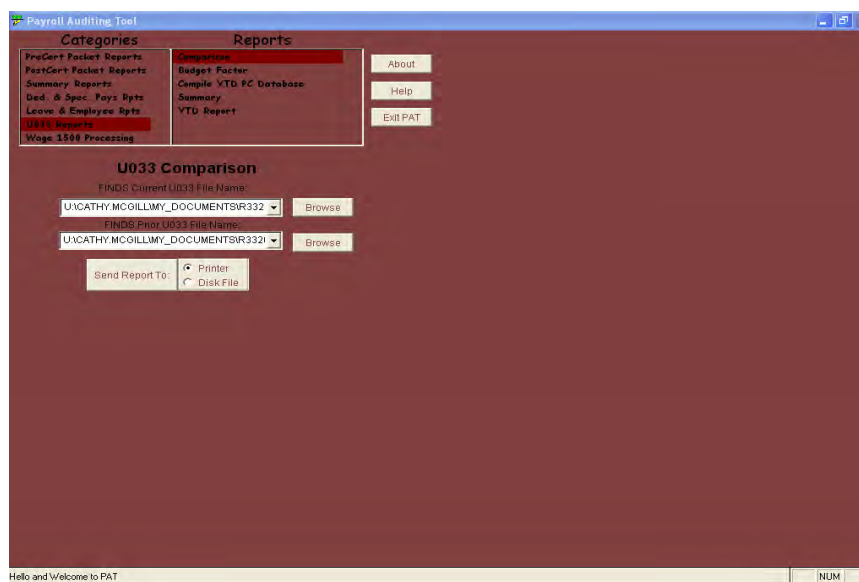
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## U033 Report Category, Continued

### Comparison Report

The process compares any two U033 Report Files to locate changes in the programmatic codes between any two periods. **Note:** Employees with programmatic pay types other than “0R1” can cause exceptions to occur.

Required Downloaded files: • Two U033 Report Files



Step	Action
1	<b>Categories</b> – Click on U033 Report text.
2	<b>Reports</b> – Click on Comparison text.
3	<b>Current U033 File Name</b> – Select the appropriate downloaded U033 file from the drop-down box or browse.
4	<b>Prior U033 File Name</b> – Select the appropriate downloaded U033 file from the drop-down box or browse.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>

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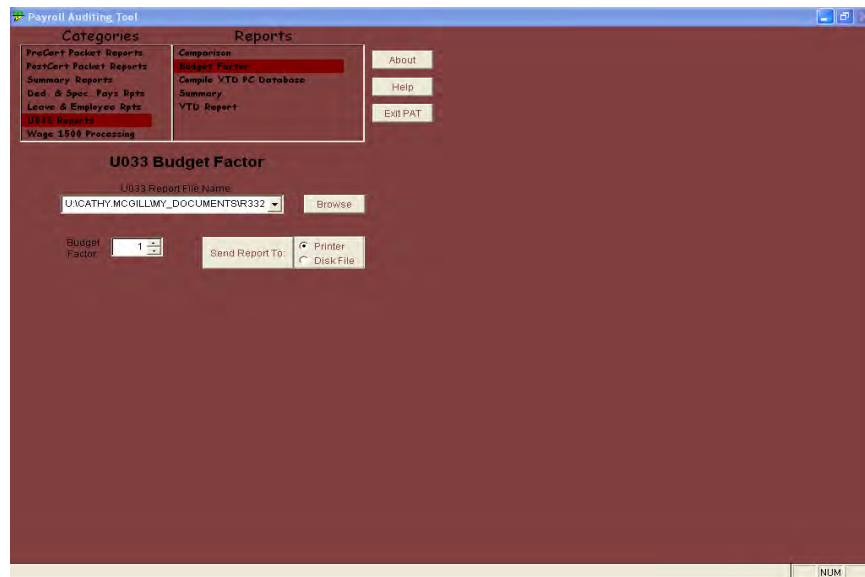
## U033 Report Category, Continued

### Comparison Report (continued)

Step	Action
6	<b>Run Report</b> – Click on the Send Report To button.
7	<p>If send report to printer is chosen, a dialogue box appears to either view or print your results.</p> <ul style="list-style-type: none"> <li>To view, maximize all screens and scroll through the output.</li> <li>To print, Click on the printer icon.</li> </ul> <p>If you do not print, select the "door" icon to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

**Budget Factor** The budget factor multiplies the values contained in a U033 Report File by a Budget Factor (i.e. the number of iterations) selected. The information may be useful to project future costs and expenses.

Required Downloaded files: • U033 Report File



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## U033 Report Category, Continued

### Budget Factor (continued)

Step	Action
1	<b>Categories</b> – Click on U033 Report text.
2	<b>Reports</b> – Click on Budget Factor text.
3	<b>U033 Report File Name</b> – Select the appropriate downloaded U033 file from the drop-down box or browse.
4	<b>Budget Factor</b> – Select the appropriate budget factor numerical value.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer</li> <li>◆ Saved to a file on your hard drive.</li> </ul>
6	<b>Run Report</b> – Click on the Send Report To button.
7	<p>If send report to printer is chosen, a dialogue box appears to either view or print your results.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output.</li> <li>• To print, Click on the printer icon.</li> </ul> <p>If you do not print, select the "door" icon to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

### Compile YTD PC Database

Compile YTD PC Database loads U033 files into a database that will be used by the YTD Report function to create reports. A YTD PC Database must be established in order to use this function.

Required Downloaded files: • U033 Report File

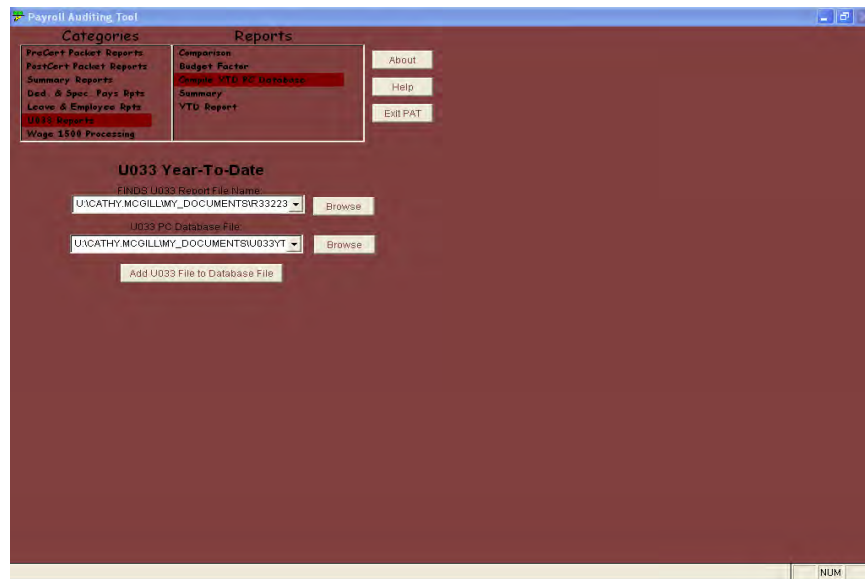
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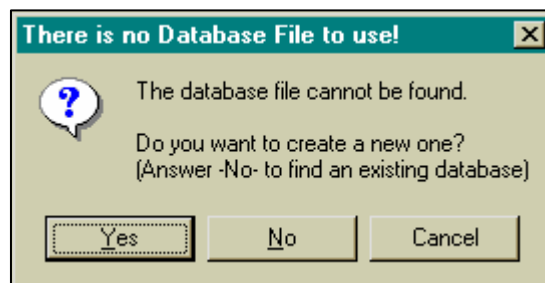
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## U033 Report Category, Continued

### Compile YTD PC Database (continued)



Step	Action
1	<b>Categories</b> – Click on U033 Report text.
2	<b>Reports</b> – Click on Compile YTD PC Database text.
3	<b>U033 Report File Name</b> – Select an appropriate U033 Report file.
4	<b>If a U033 PC database file...</b>
	Has not yet been created,
	Has previously been created,
5	<b>Add U033 File to Database File</b> – Click on this button to display dialog box:



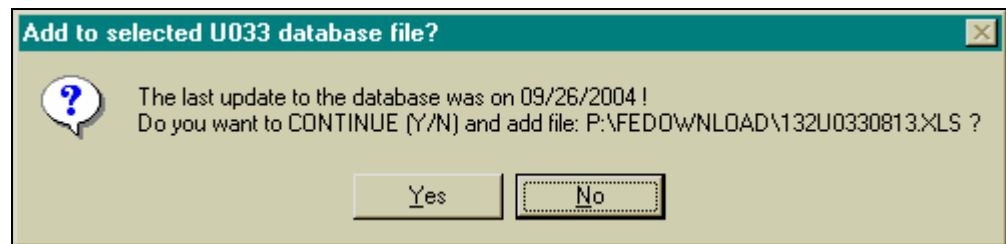
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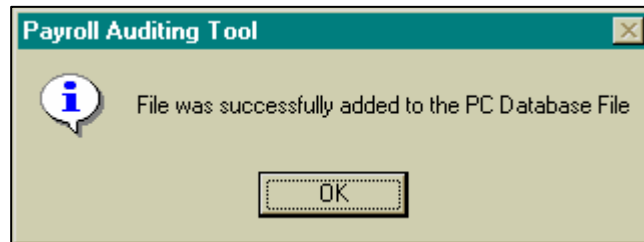
## U033 Report Category, Continued

### Compile YTD PC Database (continued)

Step	Action
6	Click the Yes button and follow dialog boxes to establish database file. Then go back to the U033 Year-To-Date PAT screen.
7	<b>U033 PC Database File</b> – Select the database file to be updated from the drop-down box.
8	<b>Add U033 File to Database File</b> – Click on this button to display dialog box:



Step	Action
9	Click Yes to add the U033 file to the database and display this dialog box:



**Note: PAT will not warn you that a U033 file has already been added to the database, so be careful not to duplicate file entries.**

*Continued on next page*

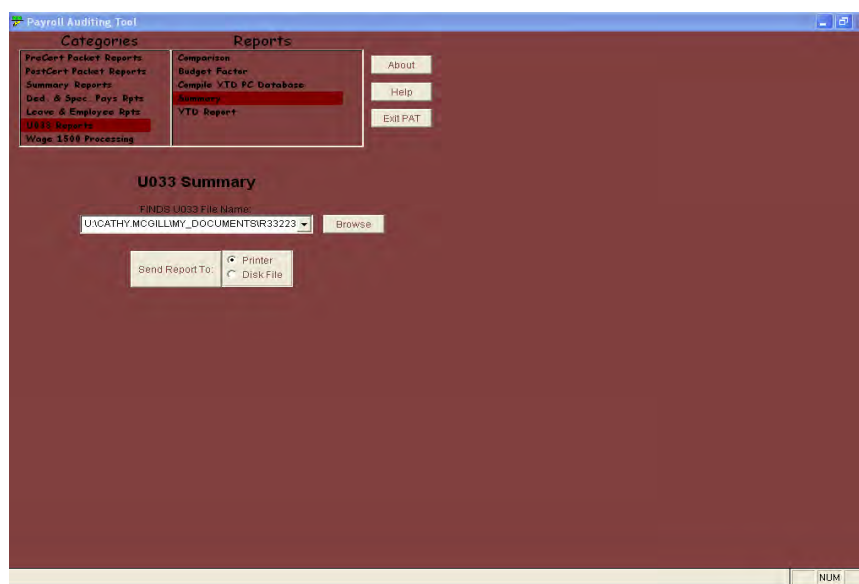
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## U033 Report Category, Continued

### Summary

The Summary function takes a selected downloaded U033 file and summarizes the information into an easily read report format showing gross pay, agency cost totals, programmatic coding, etc.

Required Downloaded files • U033 Report File



Step	Action
1	<b>Categories</b> – Click on U033 Report text.
2	<b>FINDS U033 File Name</b> – Select an appropriate U033 Report file from the drop-down box or browse.
3	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>
4	<b>Run Report</b> – Click on the Send Report To button.
5	<p>If send report to printer is chosen, a dialogue box appears to either view or print your results.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output.</li> <li>• To print, Click on the printer icon.</li> </ul> <p>If you do not print, select the "door" icon to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
6	If complete, exit PAT, or continue to other choices.

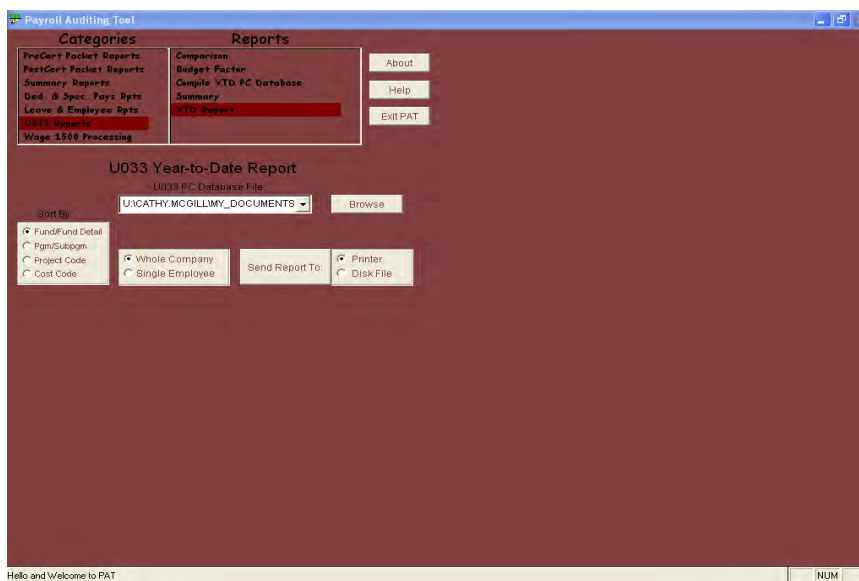
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## U033 Report Category, Continued

### YTD Report

YTD Report summarizes information contained in the YTD PC DATABASE for a single employee or the entire agency. If the Whole Company option is selected, the information is sorted, totaled, and printed by Fund/Fund Detail, Program/Subprogram, Project Code, or Cost Code.

Required Downloaded files • YTD PC Database of CIPPS U033 File(s)



Step	Action	
1	<b>Categories</b> – Click on the U033 Report text.	
2	<b>Reports</b> – Click on the YTD Report text.	
3	<b>U033 PC Database File</b> – Select the appropriate U033 PC Database file from the drop-down box or browse.	
4	<b>Click Report Option selection.</b>	Whole Company – Reports all employees in the company. Then select a Sort Option by clicking Fund/Fund Detail, Pgm/Subpgm, Project Code, or Cost Code.
		Single Employee – Reports a single employee. When prompted, enter the Employee Id No. or click the Load Button to select the Employee Id Number from the drop-down box.
5	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>◆ Sent to the printer</li> <li>◆ Saved to a file on your hard drive.</li> </ul>	

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## U033 Report Category, Continued

### YTD Report (continued)

Step	Action
6	<b>Run Report</b> – Click on the Send Report To button.
7	<p>If send report to printer is chosen, a dialogue box appears to either view or print your results.</p> <ul style="list-style-type: none"> <li>• To view, maximize all screens and scroll through the output.</li> <li>• To print, Click on the printer icon.</li> </ul> <p>If you do not print, select the "door" icon to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>
8	If complete, exit PAT, or continue to other choices.

## Wage 1500 Hour Reporting

### Wage Employee 1500 Hour Tool

The Wage Employee 1500 Hour Tool tracks hours worked by wage employees and reports compliance with DHRM 1500 hour wage policies. Reports are based on data from a set of downloaded Employee Master and Report 10 files and, if applicable, an adjustment file maintained by the user within the 1500 Hour Tool. The Wage 1500 Hour application differs from the other PAT applications in that:

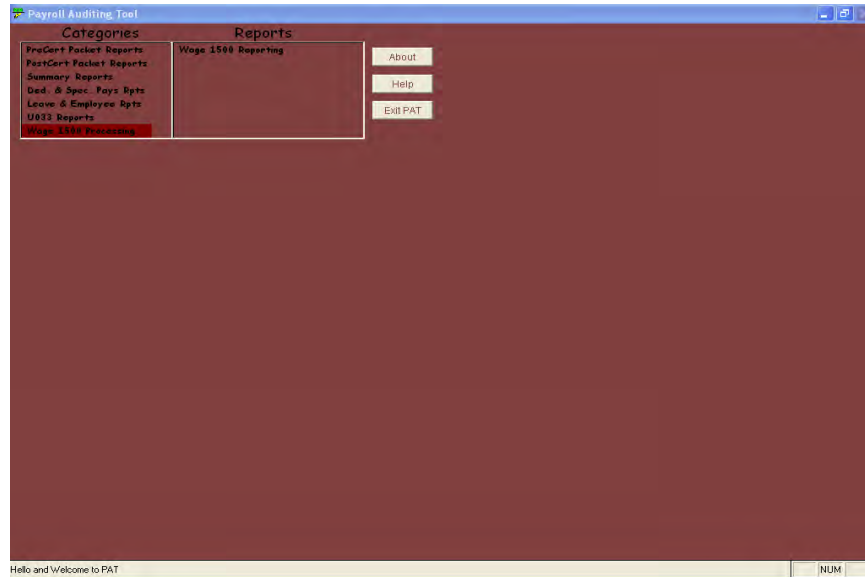
- Multiple Report 10 files are needed to build a historical database. To ensure all hours worked during the past 12 months are included, users must maintain the downloaded Report 10 files on a rolling 12 month basis (i.e., after the 13<sup>th</sup> month, delete the first month of the prior year and add the new month of the current year). The Employment Date field from the Employee Master File (H0BID) and the reporting Month/Year selection control the reporting window for each employee.
- Users maintain an editable Adjustment File, which allows the monthly totals appearing on the report to be adjusted for missing Report 10s and/or other processing abnormalities.
- Wage 1500 Hour is supported by its own Help function.

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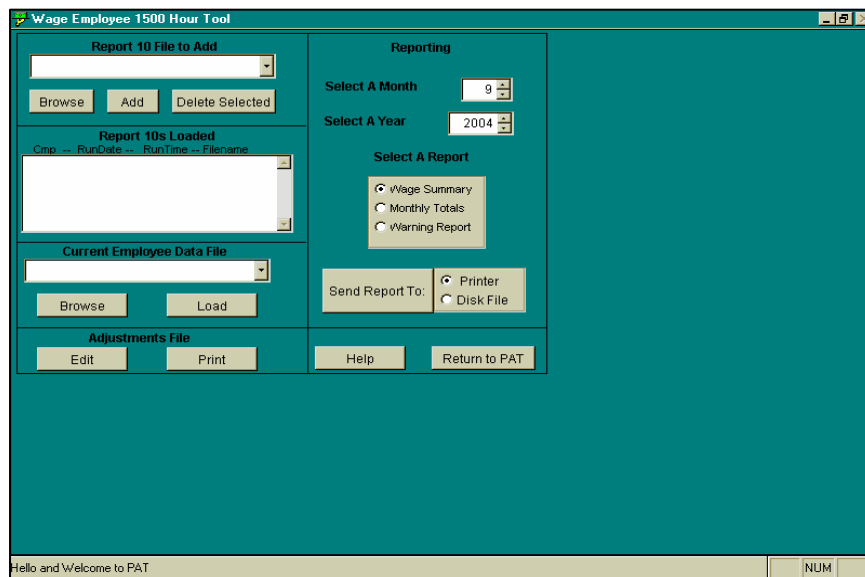
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## Wage 1500 Hour Reporting, Continued

**Getting Started** Click Wage 1500 Hour Processing option.



**Processing Steps** The Wage Employee 1500 Hour Tool screen displays:

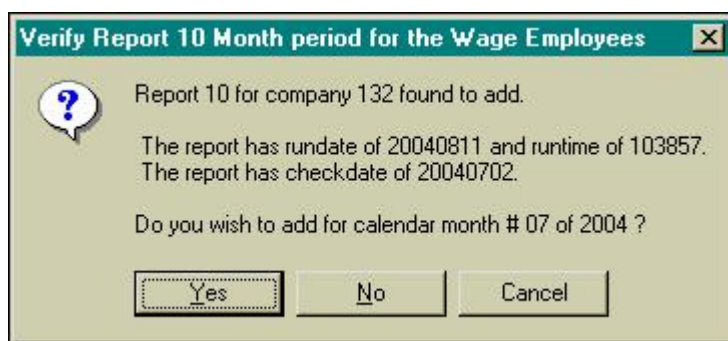


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## Wage 1500 Hour Reporting, Continued

Step	Action	Notes
1	<b>Current Employee Data File</b> – Click the Browse button to find a new downloaded Employee Master File from your PC. Click the Load button once the file has been selected. After a file is loaded, you can use the drop-down list to select a previously used file.	The FINDS download should have all fields selected. Only employees appearing on the selected Employee Master File and Report 10 files will appear on the 1500 Hour report.
2	<b>Report 10 File to Add</b> – Click the Browse button to find a new downloaded Report 10 file from your PC. Click the Add button once the file has been selected. Dialog box displays:	



3	<b>Verify Report 10 Month period for the Wage Employees</b> – Click the Yes button to load to the Report 10 check date month. Click the No button to subtract one month from the Report 10 check date if necessary. Then Click the Yes button to load report to month selected.	This adds the selected file to both the <b>Report 10 File to Add</b> drop-down list as well as the <b>Report 10s Loaded</b> list.  This step controls the month to which the Report 10 data is applied (see Step 6).
4	<b>Report 10s Loaded</b> – Use the Add or Delete Selected buttons to add or delete Report 10s from the <b>Report 10s Loaded</b> list, based on the rolling 12 month period.	The box lists all applicable Report 10s by run date, time, and filename. Records older than one year from the selected reporting month will not be included.
5	<b>Adjustments File</b> – Use to correct totals due to missing Report 10s, voids etc.	Discussed later in Adjustments File section.

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## Wage 1500 Hour Reporting, Continued

### Processing Steps (continued)

Step	Action	Notes
6	<b>Month and Year</b> – Select the month and year of Report 10 data to be included in 1500 Hour report.	The selected reporting month and year, along with each employee's start date determines the window of data reported.
7	<b>Report Type</b> – Click Wage Employee Summary, Monthly Totals, or Warning to Select the type of Report.	<ul style="list-style-type: none"> <li>Wage Employee Summary – Lists wage employees' detail including hourly rate, regular hours, overtime hours, regular earnings, overtime earnings, and total gross earnings.</li> <li>Monthly Totals - Totals for each month in work year.</li> <li>Warning – Reports employees within 100 hours of the 1500 hour maximum in their work year.</li> </ul>
	<b>Select Where to Send Report</b> – The generated report can either be: <ul style="list-style-type: none"> <li>♦ Sent to the printer</li> <li>♦ Saved to a file on your hard drive.</li> </ul>	
8	<b>Run Report</b> – Click on the Send Report To button to run report.	
9	<p>If send report to printer is chosen, a dialogue box appears to either view or print your results.</p> <ul style="list-style-type: none"> <li>To view, maximize all screens and scroll through the output.</li> <li>To print, Click on the printer icon.</li> </ul> <p>If you do not print, select the "door" icon to exit the dialogue box.</p> <p>If send report to disk file is chosen, a dialogue box appears giving the file name and location, and instructions on how to view the report.</p>	
10	If complete, exit PAT, or continue to other choices.	

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## Wage 1500 Hour Reporting, Continued

### Adjustments File Processing

Adjustments File processing allows you to create entries that will be added to, or subtracted from, an employee's monthly values when running the report.

Appropriate uses of the Adjustment File are:

- To load year-to-date hours worked for each employee upon initial use of the Wage Employee 1500 Hour Tool (i.e., not all Report 10s are available for download).
- Adjust hours when employment start date falls mid-pay period requiring hours reported on a single Report 10 to be split.
- Adjust hours for Report 10s involving void processing (i.e., reduce hours worked) that have not been downloaded.
- Adjust hours for hours worked inappropriately excluded during payroll processing.

The initial load of the Adjustment File occurs simultaneously with the load of the Current Employee data File. From the Wage Employee 1500 Hour Tool screen, the Print button will print the Adjustments File or update the file by:

Step	Action
1	<b>Adjustments File</b> – Click the Edit button. A listing of all hourly employees is displayed and the adjustment records are scanned for consistency.

Emp_number	Name	Month	Year	Reg. hours	OT hours	Spec
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00
0		0	0	0.00	0.00	0.00

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## Wage 1500 Hour Reporting, Continued

### Adjustments File Processing (continued)

<b>Step</b>	<b>Action</b>
2	Select the employee record to be adjusted by Clicking on the employee's name.
3	Tab to the field that requires the adjustment; then enter the adjustment to the record. The adjustment can be positive or negative. Use the Table menu to facilitate adjustment data entry.
4	Once all adjustments have been completed scan the file for accuracy and close the adjustment box by clicking on the X box in the upper right-hand corner. This will return you to the 1500-Hour Tool main screen.
5	To print the Adjustment File, click on the Print box.

## Internal Control

### Internal Control

Agencies should set forth policies and procedures specifying how PAT Reports will be used for general information, payroll certification, budgeting, or other processes internally. Remember that the reports provided are only as current as the last time the information was downloaded or the FINDS information was refreshed.

## Record Retention

### Time Period

There are no established record retention policies on PAT Reports. Agencies must establish their own retention guidelines as appropriate depending on how the reports are used in payroll and leave processing.

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## Contacts

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<b>DOA Contact</b>	<p>Director, State Payroll Operations  Voice: (804) 225-2245  E-mail: <a href="mailto:Payroll@doa.virginia.gov">Payroll@doa.virginia.gov</a></p> <p>Payroll Business Analyst/Trainer  Voice: (804) 225-3079; (804) 225-3120  E-mail: <a href="mailto:Payroll@doa.virginia.gov">Payroll@doa.virginia.gov</a></p>
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## Subject Cross References

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<b>References</b>	CAPP Topic No. 70710, FINDS: CIPPS System Overview
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